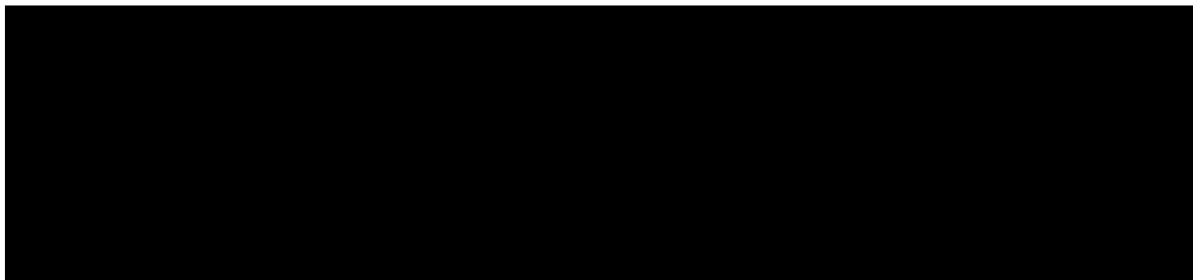


CLANDESTINE SERVICE SUPPORT OFFICERS' MEETING

DDS Conference Room

1 July 1970

1. Present were:



2. There was no regular DDP Staff Meeting this week.
3. There was no regular DDS Staff Meeting this week.
4. Other items of interest:

a. [REDACTED] who is the DDS representative on the Agency Historical Staff, has found that a large number of documents and reports relating to support of overseas activities are being destroyed after they have lost their currency. As I'm sure you recognize, these documents would be most useful to the Historian, and should be retained somewhere for this purpose. I've asked Jack to meet with us, discuss this problem, and suggest some possible solutions to the problem.

b. Retirements On 30 June, 30 employees retired under CIARDS and 45 under the CSRS. In July, it is estimated that 41 or more will retire under CIARDS and 65 under CSRS.

c. Retirement Counselling (Memo to SSA/DDS from DDP dated 30 June 1970 was read verbatim.) DDP is concerned that command and

staff devote special attention to personnel matters, especially those involving retirement. He is looking for improvement in our performance to avoid problems of later years. Make full use of memos for the record to preserve the details of your counselling and advice. Your memo might not see the light of day for 10 years but could be invaluable to refresh memories on courses of action available and choices made. You are not thereby creating an "alibi file" but you will be recording the scope of the problem and your disposition of it.

25X1A

d. [REDACTED] dealing with "Employee Conduct" is due for circulation to all employees on 1 July. Please insure that your component complies with the requirement.

e. Operational or Representational Entertainment - June 1970 If your component had entertainment functions in Agency Dining Rooms during June 1970, a memo listing each of them should be sent to DDP for approval in the next day or so.

f. Fitness Reports There is an article beginning on page 42 of the June 1970 Department of State "News Letter" on performance evaluation reports which might be of interest and assistance to you. The article outlines some "do's" and "don'ts" which are equally applicable to our preparation of fitness reports.

25X1A

g. New Space Last week a new project was being discussed with ADDP and the desk officers involved said the project would require new space. [REDACTED] asked them if they were aware of DDP's memo on the subject. Much to their embarrassment they had to say they were not. As we have stated here, [REDACTED]

25X1A

25X1A

[REDACTED] Please be sure DDP's directive is read by all your desk chiefs.

h. Home Leave Travel State is coordinating a proposed change to 6 FAM 125.2 which could restrict the authorized travel expenses to a home leave point. We understand the General Accounting Office raised questions on some travel vouchers where, for example, only a few days were spent at the designated HL point but many days were spent at a less distant point or points. The proposed change would authorize travel expenses on the basis of direct travel to the location where the employee or his dependents spend the greatest number of calendar days. If State adopts the proposed change, we are told the Travel Policy Committee may recommend the Agency follow suit.

i. Spouses Visit to Headquarters Building The Director has approved a program for spouses of Agency employees to have an opportunity to visit the Headquarters Building. As we mentioned earlier, the DDS will kick the

program off and will start on 11 July. On that day a total [REDACTED] 25X9
employees and spouses will be invited to assemble in two [REDACTED]
groups -- the first at 10:30 in the auditorium and the second group at 12:00.
The planned program will include a few remarks by Mr. Bannerman, the
showing of the "Need to Know" film, a tour of the open areas of the building
and lunch in the cafeteria if desired. Other directorates will choose the
Saturdays on which they wish to have their people come but it is not planned
for each directorate to take successive Saturdays until all have been given
the opportunity to have a visit.

25X1A

j. Rental Vehicle Report [REDACTED] calls for a semi-annual report
on rental vehicles of field personnel on TDY at Headquarters. It is again
time to submit this report and we have not received submissions from CA,
EUR, FE, NE and WH. Please get these in to us soonest.

25X1A

X1A

25X1A

25X1A

1. [REDACTED] As some of you know, [REDACTED] retired yesterday 25X1A
after 11 years as C/AF/Logistics. What you may not know is that the
Agency awarded Al the Intelligence Medal of Merit. The medal will be
presented on 10 July.

SECRET

CHECKLIST FOR CLANDESTINE SERVICES
SUPPORT STAFF HISTORICAL DOCUMENTS

POLICIES

1. Documents showing the development of support policy, including planning stages, draft plans, deliberations, agreements, dissents, decisions, and follow-ups.
2. Regulatory issuances:
 - a. Headquarters Area Division Field Notices
 - b. Station Notices and Administrative Instructions
 - c. Station Policy on housing, transportation, R&R, POV, HHE, per diem, and other
 - d. Procedural instructions of Divisions and Stations

25X1A

ORGANIZATION

1. Establishment and termination of components and Stations or Bases.
2. Key assignments of personnel (Headquarters and Field)
3. Manning Tables (as opposed to official TO's) on Division and Station components
4. Organization charts (Support Units only)

RESPONSIBILITIES

1. Statements of function of various support offices/staffs
2. Delegation of authority
3. Action Directives

FUNCTIONS

1. Annual and other periodic activity reports and program evaluations, including supporting documents.
2. One-time post-mortems, validity studies, after-action investigations, administrative post-audits, inspection reports, and other surveys, including supporting documents and follow-up.

SECRET

3. Reporting on support for given projects.

PROBLEMS

25X1C

1. Documents, reports, or other information pertaining to usual or unusual support related problems (e.g., dependent evacuations, station emergencies, station evacuation, [REDACTED] - BALPA - OPRED, etc.).

25X1C

2. Documents, reports, or other information pertaining to solutions to problems in the support area.

RECOMMENDATIONS

1. Materials related to recommendations for changes, revisions, or modifications in the support (field or headquarters) practices for any regional area.

2. Recommendations for changes or modifications in support practices for special operational projects or activities.